

# Room Rental Cleaning Procedures

(Vacuum, Sanitizing Wipes, Dish Soap, Trash Bags are provided.)

- Tear down and wipe down chairs and tables and return to the carts and place the carts in the designated areas. If lobby table was used, please return it to the normal spot and push the chairs in.
- Clean out refrigerator, wipe down counters, cabinets, microwave and sink.
- Empty community room trash and recycling, take to the dumpster area in the parking lot.
- Vacuum the community room area, the lobby area, the entrance and the restrooms and empty the vacuum canister.
- Wipe down the restroom sinks, check the floors for debris, check the individual stall cans and check all the restroom trash. Empty all restroom trash and take to the dumpster area in the parking lot. Please pull up the next liner on all restroom trash cans.
- Remove all decorations inside the facility and outside. FCT is not able to store any decorations.
- Clean the white board and return all the markers and erasers to the kitchenette area.
- Make sure the TV remote is returned and both televisions are off.
- If you borrowed the projector screen, etc. during your event, please return them to the kitchenette area.
- Please do not dump your drinks (i.e., soda, coffee, tea) down the restroom sinks and/or toilets, please dump down the kitchen sink.

It is the renter's responsibility to follow **COVID-19 Safety Guidelines** in regard to social distancing, sanitizing and mask wearing.

We do have a lot of evening and weekend rentals (after business hours), therefore, if you arrive for your event and find the room has not been cleaned, swept or trash not emptied, it is your responsibility to notify us. Please leave our office a voice mail message or send an email disclosing this information as soon as possible. If necessary, take photos. If this is not done, our maintenance department will determine that it was your event that did not follow the cleaning procedures and your deposit check will be cashed. **No exceptions to this rule.**

**Decorations:** Decorations may be applied with scotch tape only. No decorating with Command Strips, Duct Tape, Sticky Tac, Nails, Glitter, Sequins or Confetti. These will damage the walls, flooring and clog the vacuum.

**Prohibited on Property:** Alcohol, Smoking and Chewing Gum! **No exceptions to this rule.**

Any items found will be placed in the lost and found basket for thirty days, at which time (if not claimed) they will be donated.

All of these rules and cleaning procedures apply to each and every individual date of an event and individual contract. Failure to follow these rules and procedures will result in the cancellation of this contract and any future contracts and forfeiture of your deposit check.

Please remember that there is always the possibility that there are events after yours, please help us to keep the facilities clean.

Date: \_\_\_\_\_ Renter

Date: \_\_\_\_\_ FCT Representative